

Custodial, Labor and Trades Branch
Skilled Trades Group
Electrician Series

ELECTRICIAN SUPERVISOR

04/95

Summary

Under general supervision, plan, assign, coordinate, supervise and participate in the activities of subordinates performing maintenance, repair, construction, installation and inspection of a variety of electrical systems and assure compliance with applicable electrical safety codes and standards.

Typical Duties

Direct and perform work in the installation, maintenance and repair of electrical systems. Involves: planning wiring and installation of equipment and fixtures such as pumps, motors, generator, switches, control devices, circuit breakers and fuse boxes; coordinating construction activities for new or modified high and low voltage electrical systems by ensuring that sufficient staff, tools and supplies are scheduled for work sites; reviewing the work of department and contracted personnel in the installation, extension, or repair of electrical systems; inspecting for proper standards of materials and workmanship; resolving disagreements between subordinate electrician and contractor; producing electrical schematic drawings for remote control circuits and other devices.

Develop and implement preventative maintenance programs. Involves: reviewing and analyzing electrical equipment documentation and service history; preparing preventative maintenance work schedules for assigned personnel and electrical equipment; improving electrical systems reliability, extending equipment's serviceable life and reducing electrical hazards.

Ensure department's compliance with safety codes. Involves: examining construction plans and specifications for conformance with municipal and related electrical codes and regulations; informing management of undesirable layouts, materials, and equipment and providing recommendations for code compliance; reviewing subordinate's and contractor's work for code compliance and assuring that appropriate corrective action is taken; performing field inspections and other audits to assure that proper standards of materials and workmanship are utilized.

Participate in acquisition decision making for electrical equipment. Involves: conferring with management and professional engineers on proposed electrical installations; recommending corrections in electrical systems following damage by fire, equipment failure or other causes; reviewing plans and specifications for proposed and existing electrical systems and recommending modifications and improvements to assure compatibility with existing systems and practices.

Supervise assigned personnel. Involves: scheduling assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform miscellaneous duties. Involves: preparing purchase requisitions; maintaining a supply of spare parts; maintaining record son tone sequence controls and telemetering channels, if applicable; maintaining other records and reports; perform related technical duties as required.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D., completion of Journey Electrician Training and four years journey level experience including at least two years of experience in a supervisor capacity or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: the provisions of municipal, state, and national electrical codes and regulations; the methods, materials, techniques and safety practices of the electrical trade the hazards in electrical installation and equipment. Good knowledge of the maintenance of motor and pump electronic control devices.

Ability to: diagnose defects and hazards in new and old electrical installations; read and interpret wiring diagrams

and specifications for electrical installations; plan layout and direct the work of assigned personnel; exercise supervisory authority firmly and impartially and evaluate assigned personnel; establish and maintain effective relationships with contractors, the general public and fellow employees; express oneself clearly and concisely, orally and in writing; enforce regulations firmly, tactfully, and impartially; exercise independent judgment regarding electrical systems, equipment and codes.

Skill in the use and care of hand tools, power equipment and testing devices of the trade.

Licenses and Certificates: City of El Paso Master Electrician License; Valid U.S. Driver's License.

Special Requirement: May be required to work after normal working hours, during weekends and holidays and is subject to emergency recall or consultation for all shifts.

Physical Requirements: Work requires: occasional exposure to adverse weather conditions; high noise levels from pumps and motor; exposure to odors; hazardous exposure to high voltage electricity and chlorine gas; occasionally moving heavy objects up to 50 pounds.

Director of Personnel

Department Head

OFFICIAL